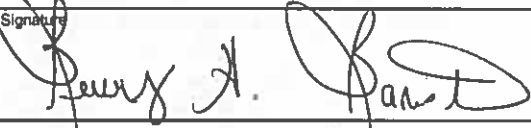
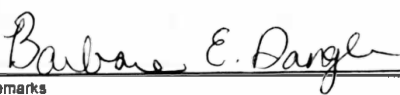


**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>		1. Position No. EPES19055	2. Incumbency Allocation Only? May not be IA'ed
3. Reason for Submission Other	4. Employing Office Location Atlanta, GA	5. Duty Station Atlanta, GA	6. BUS Code 8888
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt	8. Financial Statements Required OGE-278 Required	9. Cybersecurity Code a. b. c.
	10. Position Status SES (CR)	11. Supervisory Status Code 2 - Supervisor or Manager	
	12. Competitive Level Code	13. Competitive Area	14. Drug Testing Yes
	15. Extramural %	16. Functional Class Code N/A	17. Medical Monitoring No
	18. Position Sensitivity Critical Sensitive	19. Security Clearance 3 - Top Secret	20. Position Risk 3 - High
	21. Emergency Essential Yes	22. Developmental Position No	23. Full Performance Level Current
24. Position Classification	Official Title of Position		Pay Plan
a. Official Allocation	Director, Mission Support Division		ES
		Occupational Code	Grade
		0340	00
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) Kenneth R. Lapierre	
27. Department, Agency, or Establishment Hierarchy			
a. 1st Tier Org Code	1st Tier Org Description U. S. Environmental Protection Agency		
b. 2nd Tier Org Code	2nd Tier Org Description Region 4		
c. 3rd Tier Org Code TOA00000	3rd Tier Org Description Mission Support Division		
d. 4th Tier Org Code	4th Tier Org Description		
e. 5th Tier Org Code	5th Tier Org Description		
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Mary S. Walker, Acting Regional Administrator		b. Typed Name and Title of Higher-Level Supervisor or Manager	
Signature 	Date 3/28/19	Signature	Date
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.		Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.	
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist		30. Position Classification Standards Used in Classifying/Grading Position	
Signature 	Date 4/22/19		
31. Remarks Career Reserved position. Reorg standard Director, MSD PD.			

19 0446308

**Director,
Mission Support Division (MSD)
ES-0340-00**

I. INTRODUCTION

The Division Director (DD) position for the Mission Support Division (MSD) is located in the U.S. Environmental Protection Agency, Region 4. The incumbent provides overall direction and management of the division's program activities. The incumbent advises the Regional Administrator, Deputy Regional Administrator, Senior Executive Service Division Directors, and Deputy Directors on a variety of strategic planning and policy issues (including EPA's process improvement system), technical and scientific issues and resource management issues. The division is responsible for regional infrastructure operations which include strategic planning, budget, finance, management control and integrity, facilities, human resources, information resources management, grants management, and contracting. In addition, the division is responsible for management of the region's Safety, Health and Environmental Compliance Program.

Responsibilities which are critical to the overall operation of the regional office and specifically unique to the MSD DD position are: (a) serves as the Senior Resource Official (SRO) responsible for overseeing improvement of the EPA's fiscal resources management responsibilities, including acquisition, assistance, budget, financial management and management integrity; (b) serves as the Senior Procurement Officer (SPO) with responsibility for establishing Regional procurement policies and procedures and implementing national policy to ensure Regional contract management practices are in compliance, (c) serves as the Regional Audit Management Official responsible for directing the audit management process to ensure the timely and effective resolution of audits, corrective actions, tracking and reporting requirements and maintaining the central audit information file; (d) serves as the Dispute Decision Official responsible for preparation of timely management decisions on audit of grants, cooperative agreements and interagency agreements; (e) responsible for coordinating, evaluating and ensuring compliance with the regional Federal Manager's Financial Integrity Act (FMFIA); and (f) serves as Senior Information Officer (SIO) responsible for regional information technology resources which provides the computer infrastructure for the regional office.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent provides overall direction and management of MSD. The incumbent is responsible for managing a large multidisciplinary staff through first and second-line managers. Staff includes highly qualified professional and administrative personnel. Incumbent directs staff in implementation of policies and objectives of the program, and the Agency's strategic plan. The incumbent coordinates the activities of the offices to deliver effective program implementation. The incumbent directs the planning, development and execution of new or modified programs, policies, rules, or regulations. Accomplishes or directs program operations by providing guidance on interpretation and application of federal regulations, statutes, policies, and programs. The MSD DD is responsible for developing and implementing changes in program strategy as appropriate.

2. Accomplishes or directs the actions involved in coordinating the program with internal and external organizations. As necessary, determines or recommends the compromises to be made in maintaining effective relations with interested groups. Establishes strong working relationships with key officials of EPA; other federal and non-federal agencies including representatives of state and local government; elected officials; representatives of private industry, professional groups; and members of environmental organizations and the general public to ascertain problems/issues and advise and coordinate on all aspects of the program. The incumbent coordinates with the Regional Administrator and Deputy Regional Administrator on program matters that are unusually sensitive, controversial, or of an unprecedented nature.
3. Serves on committees and panels and represents the region at national, interagency, state, tribal, and local levels. The incumbent makes commitments pertaining to the program on behalf of the Regional Administrator. Maintains close liaison with other EPA regions for the purpose of coordinating technical and administrative matters that cross regional boundaries, and ensures integration and coordination with state, tribal, and local programs. At the regional level, represents the agency at conferences with professional societies, education institutions, and industry representatives. The incumbent delivers speeches to public and private organizations and groups outlining objectives and accomplishments of assigned programs.
4. Accomplishes or directs actions to determine the effects of proposed or enacted federal legislation, new or proposed program requirements, new or improved technology, emergency situations, regulatory and legal decisions, etc. The incumbent coordinates with other EPA officials at the national and regional level, state, tribal, and local officials, and representatives of other groups, as required.
5. Assures that division personnel are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. This involves acquiring staff with the necessary knowledge, skills, abilities, and/or potential through appropriate workforce planning, recruitment, and selection process, including affirmative action; working with a wide range of people who may differ in terms of economic, educational, and social background, race or national origin, sex, age, or other characteristics; delegating work among subordinate groups and individuals; establishing performance standards, appraising staff against these standards, and taking appropriate actions; assessing individual capabilities and needs and providing coaching, counseling, and career development opportunities; and dealing with employee relation matters, including resolving conflicts, attending to morale and organization climate issues, handling labor-management and EEO issues, and taking disciplinary actions. Makes assignments and determines employee responsibilities and priorities; evaluates organizational, management and staff performance, recommends appropriate incentives; promotes teamwork, cooperation and commitment to quality; ensures quality of achievement; ensures staff training and development needs are met; and ensures health and safety standards are met. Incumbent has continuing responsibilities to effectively support Region 4's equal employment opportunity affirmative action plan. Responsible for

communicating this support to subordinates and taking positive actions which will motivate and furnish opportunity to all personnel to participate in training, reassignments, details and other opportunities that promote career development and opportunities for advancement. Incumbent must be objective in appraising a person's qualifications and performance in making hiring, promotion and award decisions.

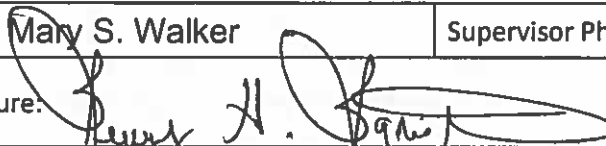
6. The incumbent ensures that extramural resources, contracts, simplified procurements, grants, cooperative agreements, and interagency agreements are efficiently and appropriately managed to maximize use of the Agency's resources. The incumbent ensures that managers of these resources comply with regulatory requirements and the Agency's policies and procedures, and that they develop competencies in the extramural resources management staff.
7. The incumbent is required to exercise leadership and commitment to management integrity as a top priority in the organization consistent with the Federal Manager's Financial Integrity Act. Oversees the development, assessment, and improvement of management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified management control weaknesses, participates as needed in the organization that provides early detection of emerging control issues.
8. Per EPA Order 11302.a, serves as the region's Senior Resource Official (SRO), responsible for overseeing improvement of the EPA's fiscal resources management responsibilities, including acquisition, assistance, budget, financial management and management integrity. Specifically, the SRO:
 - Advise on fiscal resource management issues, including acquisition, assistance, budget, financial management and management integrity, intramural resources (typically travel and payroll), extramural resources within this scope include contracts, small purchases, grants, loans, and cooperative and interagency agreements.
 - Oversee, assess and advocate accountable fiscal resources management.
 - Ensure compliance with fiscal resource management laws and regulations while furthering program mission.
 - Ensure appropriate and effective systems, procedures, management controls, communication and outreach are in place for accountable fiscal resource management.
 - Ensure appropriate and effective planning, assessment, monitoring and control for accountable fiscal resources management.
 - Ensure that assistance and acquisition mechanisms are used for work appropriate to their purposes.
 - Review and approve the following intramural and extramural management actions and funding requests. SRO concurrence is required for all: (a) requests for contract advisory and assistance services; (b) procurement requests in-kind and/or monetary value (not including requests for incremental funding) over \$1 million; and (c) agreements for federal funding assistance when total project costs are expected to be \$5 million or more for continuing program grants and over \$1 million for project grants; (d) interagency agreements (both funds-in and funds-out) when the total project costs are expected to be \$1 million or more.

- Ensure by working through the established organizational structure that program or regional resource managers (e.g., project officers; grants management officers; delivery order project officers; work assignment managers, certifying officers and financial management officers) and their supervisors: (a) are working within their workload limitations; (b) have Agency-required training and experience, and receive appropriate program or office-specified certifications; and (c) have appropriate resource management responsibilities in their position descriptions and performance standards.
 - Ensure, for personnel travelling abroad on behalf of the EPA, that the SRO or his/her designee is designated on the embassy country clearance as the 24-hour agency point of contact who may authorize medical evacuation in case of an emergency.
 - Ensure that unliquidated obligations are reviewed and certified.
9. Serves as the region's Senior Information Officials (SIO) to ensure the information and information technology utilized and managed by their organization supports its business needs and mission and helps to achieve EPA's strategic goals of:
- Ensuring establishment and implementation of effective processes and procedures within their organization for compliance with Agency information and information technology policies, procedures, operations and standards; statutes; and Executive Branch directives.
 - Overseeing their organizations' participation in Agency information and information technology initiatives such as information exchange, performance management and accountability, information integration, and E-government. To include, the information technology operated within their organization is managed effectively.
 - Ensuring information technology operated within their organization is managed effectively and serve on the Quality and Information Council.
10. The incumbent performs other duties as assigned.

III. SUPERVISION

Works under the general direction of the Regional Administrator and within the parameters established by federal law and agency policy. Unprecedented and controversial problems involving major departures from previous agency policy are resolved in consultation with the Regional Administrator. Work is generally reviewed only for attainment of overall objectives and for compliance with agency policies.

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Mission Support Division (MSD)	
Position Title: Director, Mission Support Division (MSD)	
Pay Plan/Series/Grade (Full Performance Level): ES-0340-00	
Service Agreement Number (SAN): 19BV04A0013	
Supervisor Name: Mary S. Walker	Supervisor Phone Number: 404-562-8357
Supervisor Signature: 	

STANDARDIZED POSITIONS

Position Title
Select One

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Top Secret or "Q" classified information		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

Position Designation Record

Agency EPA

Position Title Director, Mission Support Division

Series and Grade/Pay ES-0340-00

Band

Position Description TBD

Number

Designator's Name & Title Barbara Dangler, HR Spec

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	<ul style="list-style-type: none"> Position requires eligibility for access to Top Secret or “Q” level information

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Critical Sensitive	High Risk

Signature: Barbara E. Dangler

Date: 3/13/19

Name: Barbara Dangler